



Job Posting March 5, 2015

Position: Assistant City Auditor
Department: City Auditor's Department
Salary: Grade 10 - \$53,029.40 - \$66,445.40

DUTIES: This position is a highly responsible and integral position in the financial management of the City, serving under the general direction of the City Auditor and in compliance with the Charter and Ordinances of the City and the General Laws of the Commonwealth. The Assistant City Auditor is responsible for planning and maintaining the municipal accounting function, including general ledger maintenance, internal audits and financial reporting functions.

Plan and maintain the municipal accounting function.

Control and maintain General Ledger.

Assist in the conduct of regular internal audits of City Departments to ensure compliance with budget, legal and fiscal controls.

Assist in the preparation of responses related to management letter.

Financial liaison with the City Treasurer and Collector.

Assist to develop and review, as needed, report procedures to ensure that all sources of revenue are correctly identified and reported by the Treasurer and Department Heads.

Develop formats for effective detailed financial reporting, including a chart of accounts and accounting system to comply with UMAS and GAAP standards.

Interpret and enforce federal and state statutes, relating to fiscal management, with Department Heads and staff. Provide necessary support to municipal departments to assure financial procedures are properly followed.

Coordinate monthly closing activities.

Assist in preparation of required Federal and State financial reports.

Participate in Finance Department meetings with other finance department managers.

Keep abreast of all new legislation and changes in accounting procedures and projects and trends in fiscal matters.

Act in capacity of City Auditor in absence of the City Auditor.

QUALIFICATIONS: Bachelor's degree in Business Administration with emphasis on Accounting and Financial Control. Minimum of three years of progressively responsible experience in finance/accounting required. A combination of relevant education and experience will be considered. Proficient skills in software common to accounting services. Ability to communicate effectively with City departments in order to assure quality and accuracy in the product provided to Auditing by each department. Ability to effectively mentor subordinates and direct work projects. Must be able to read from a variety of sources. Capacity to understand and properly interpret laws relating to financial activity and controls.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov Application will be accepted until position is filled.
The City of Chelsea is an Equal Opportunity Employer.

